



JOB ANNOUNCEMENT

Executive Officer

Vision: Californians with developmental disabilities are guaranteed the same full and equal opportunities for life, liberty, and the pursuit of happiness as all Americans.

Mission: The Council collaboratively advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families.

POSITION:	Executive Officer (Exempt)	[Title subject to final approval]
SALARY:	\$7117 - \$7697 per month	[Current salary under review]
LOCATION:	Sacramento, California	
DEADLINE:	April 22, 2005	

The State Council on Developmental Disabilities (Council) is an independent state agency established by federal and state law. Its mandates include: systemic change, capacity building, and advocacy to promote a consumer and family-based system of services, supports and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion. The Council consists of 29 voting members, all of whom are appointed by the Governor. A Headquarters Office, Area Board Offices and Area Board Members work together to help the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et seq.).

The Executive Officer serves as the chief advisor to the Council. The Executive Officer is responsible for overseeing the implementation of Council policy. The Executive Officer provides leadership and direction to ensure necessary support for the Council in developing policies, adopting plans, conducting system monitoring, systemic change and capacity building, and generally advocating for persons with developmental disabilities. The Executive Officer represents the Council with the Governor's Office, the Legislature and other State, Federal and local agencies. The Executive Officer is responsible for helping the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 et seq.) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 et seq.). The Executive Officer oversees a budget of \$12.9 million and 107 staff. The Executive Officer is appointed by and serves at the will of the Council.

Minimum Qualifications:

Candidates should possess five years of increasingly responsible, relevant, professional management experience and hold a minimum of a bachelor's degree from an accredited college or university.

Desirable Qualifications:

In addition to evaluating each applicant's relative possession of the minimum qualifications, as demonstrated by the quality and breadth of their experience, candidates will also be ranked based on the following factors:

1. Experience working with public and/or private organizations and agencies serving people with developmental disabilities.
2. Possession of a broad knowledge of the system of services and supports for individuals with developmental disabilities and their families, and a general knowledge of the developmental disabilities services system, including relevant statutes, laws and regulations and their impact on people with developmental disabilities and their families.
3. Experience in working with councils/boards, including knowledge of open meeting laws and Roberts Rules of Order.
4. Experience in developing and implementing strategic plans.

Knowledge and Abilities:

Knowledge of: organizational theory; and fiscal, administrative and personnel management practices of a government agency.

Ability to: effectively lead, coordinate, review and evaluate staff efforts to implement Council directives; monitor, research, analyze, develop and promote strategic public policy and long-range plans; articulate policy and plans, in writing and orally, for logical persuasion; develop effective and constructive working relationships with the Governor's Office, State and Federal departments, key legislators and legislative staff, and other public officials; accurately represent and implement the Council's policy directions; maintain a professional staff relationship with the Council Members; represent the Council and the Council's official positions/actions to a variety of agencies, organizations, groups and individuals; demonstrate respect for and the ability to communicate effectively with individuals who are developmentally disabled and their families; comprehend programmatic and fiscal policy issues related to persons with developmental disabilities and their families; gain the confidence and support of the Council and advise them on a variety of programmatic policies and issues; establish effective communications with the Council, Area Board Members and Council staff on Council policy and administrative matters; work extended hours and travel as necessary; promote equal opportunity in employment and maintain an environment free of discrimination and harassment, and understand the complexity of managing a statewide organization with regional offices.

Selection Process:

Applications must be **Received** by the Selection Committee by 5:00 p.m. on April 22, 2005. Applications received after that time will not be considered.

Applications will be screened and only the most qualified candidates will be called for an interview. Interviews will be held May 9-10, 2005. Candidates should hold those dates for potential interviews to be held in Sacramento, CA. Candidates will be responsible for their own travel and expenses.

Only the top candidates will be referred for final interview with the State Council on May 16, 2005 in Sacramento, CA.

The anticipated start date for the appointed Executive Officer is approximately June 15, 2005.

How to Apply: Interested applicants can obtain an application packet by visiting the SCDD Website at www.scdd.ca.gov. If you have questions, please contact Edward O. Willis, Interim Executive Director at (916) 322-5593.

Executive Officer Search Committee
Department of Developmental Services
1600 Ninth Street, Room 340, MS 3-14
Sacramento, CA 95814
Attention: Elizabeth Dolezal

The application package must be submitted and received by **5:00 P.M. ON APRIL 22, 2005.**